

SUBDIVISION REGULATIONS
FOR
MOULTONBOROUGH, NEW HAMPSHIRE

May, 1973

Revisions

March, 1983

February, 1984

December, 1986

July, 1988

July, 1991

December, 1992

January, 1999

October, 2007

June, 2011

January, 2012

January, 2014

May, 2015

July, 2016

July, 2019

Table of Contents

This ToC is not official portion of the Subdivision Regulations and is only provided as a guide to the user.

Contents

SECTION 1. AUTHORITY AND PURPOSE.....	1
1.1 Authority.....	1
1.2 Purpose.....	1
SECTION 2. TITLE	1
SECTION 3. DEFINITIONS	2
SECTION 4. APPLICATION PROCEDURE	5
4.1 General Procedure.....	5
4.1.1 Subdivision Application and Review Procedure	5
4.1.2 The Technical Review Committee (TRC).....	5
4.2 Pre-Application Review.....	5
4.2.1 Prior to formal application.....	5
4.2.2 Formal public notice of this review	6
4.2.3 Separate and Apart	6
4.3 Completed Formal Application	6
4.3.1 Application Requirements:.....	6
4.3.2 Fully completed application check list	8
4.3.3 Written Certification-Fire Dept.	8
4.3.4 Payment of a fee	8
4.3.5 Proposed Plat covers only part of Subdivision Applicant's holdings	8
4.3.6 Portion to become Public:	8
4.3.7 Temporary Stakes Centerlines Future Roads	8
4.3.8 Copy of All Covenants and other Documents”	9
4.3.9 Agent's Authority:.....	9
4.4 Subdivision Application Checklist	9
4.5 Waivers	9
4.5.1 Waiver Considerations:	9
4.5.2 A Petition for any Waiver:	9
4.5.3 If Waiver Request Denied:	9
4.6 Filing and Submission of Completed Application.....	10
4.6.1 The completed application:	10
4.6.2 An incomplete application.....	10

Table of Contents

This ToC is not official portion of the Subdivision Regulations and is only provided as a guide to the user.

4.6.3	Failure to Supply Information:	10
4.6.4	Incomplete Application:	10
4.6.5	Rule on Completeness:	10
4.7	Notification and Public Hearings	10
4.7.1	Hold Public Hearing:	10
4.7.2	Notification by Mail of Hearing:	10
4.7.3	Notice to General Public:	10
4.7.4	Additional Notices not Required IF:	11
4.7.5	Who may Testify:	11
4.7.6	Hearing and Final Decision:	11
4.8	Site Inspection	11
4.9	Special Investigative Studies	11
4.9.1	Types of Special Studies:	11
4.9.2	Traffic Impact Assessment and Analysis:	12
4.9.3	Fees and other Costs:	12
4.9.4	Special Investigative Studies”	13
4.9.5	Discretionary Information Checklist:	13
4.10	Abandonment of Proposed Plat	13
4.11	Board Action on Completed Application	13
4.11.1	Time Periods; Extensions:	13
4.11.2	Failure to Act within Time Periods:	13
4.12	Final Plat Requirements	14
4.12.1	Quantity and Information:	14
4.12.2	Size and Type:	14
4.12.3	Final Plat Contains:	14
4.12.4	Documents relating to Security:	14
4.12.5	Legal Documents, Restrictive and all other similar documents:	14
4.12.6	Owner’s Signature(s):	14
4.13	Public Improvements and Performance Surety	14
4.13.2	Bond or Surety Required:	15
4.13.1	Types of Surety:	15
4.13.2	Surety shall be “Self-calling”:	15
4.13.3	Performance Bond in Default:	15

Table of Contents

This ToC is not official portion of the Subdivision Regulations and is only provided as a guide to the user.

4.13.4	Inspection of Public Improvements.....	16
4.14	Final Action	17
4.14.1	Board Actions:.....	17
4.14.2	Subject to Completion Of:.....	17
4.14.3	Board Shall have Power to Modify or Amend:	17
4.14.4	Conditions of Approval Violated:	17
SECTION 5. APPLICATION FOR MINOR/LIMITED SUBDIVISION APPROVAL.....		18
5.1	Scope.....	18
5.1.1	Three Lots or Less:.....	18
5.1.2	Proposals Not Creating Lots for Building Development:	18
5.2	Filing Fee	18
5.3	Preliminary Consultation and Review	18
5.4	Final Plat and Completed Application.....	18
5.5	Final Action	19
5.5.1	Application Approved Timing:	19
5.5.2	Application Disapproved, Modified and/or Further Information required: ...	19
5.5.3	Board Action Time Limits:	19
SECTION 6. GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND		19
6.1	General Guidelines	19
6.1.1	Plat Shall Conform with:.....	19
6.1.2	Preservation and Protection Of:.....	19
6.1.3	Land Portion Not Able to be Developed:	19
6.1.4	Lot Size means:	20
6.1.5	Protective Well radius surrounding Community Well:	20
6.1.6	New Hampshire Department of Environmental Services:	20
6.2	Easements for Utilities, Access, and Public Service	20
6.2.1	Plat Boundary Easements:.....	20
6.2.2	Water Supply for Firefighting:	20
6.2.3	Four or more Lots ANY with Shore Frontage:	20
6.2.4	Board May Require Open Spaces and/or Parks:	21
6.2.5	All Subdivisions Shall Provide Space for High Speed Data Communication:	21
6.3	Flood Hazard Areas	21
6.3.1	Governmental Permits:	21

Table of Contents

This ToC is not official portion of the Subdivision Regulations and is only provided as a guide to the user.

6.3.2	Development greater than 5 acres or 50 Lots:	21
6.3.3	Evidence to Allow Determination:	22
6.3.4	New or Replacement Water Supply Systems	22
6.4	Monuments.....	22
6.5	Documentation of Impacts	22
SECTION 7. DESIGN STANDARDS FOR ALL SUBDIVISIONS		22
7.1	Lots.....	22
7.1.1	Width of Blocks:.....	22
7.1.2	Each Lot shall conform ZO Art III (3) Table I:.....	23
7.1.3	Suitability of Lot(s):	23
7.1.4	Frontage on Street :	23
7.1.5	Clustering of Housing :	23
7.2	Road Design and Construction	24
7.2.1	Acceptance of New Subdivision Roads.....	24
7.2.2	All New Road have Signs per:.....	24
7.2.3	Preservation of natural, archeological, cultural and historical resources.	25
7.2.4	Cost of Offsite Improvements :	25
7.2.5	Table of geometric and other standards for new subdivision roads.	25
7.2.6	Construction Standards.....	26
7.2.7	Construction Plans and Specifications.....	27
7.3	Protection of Public Thoroughfares from an Excessive Number of Access Points	28
7.3.1	Purpose of the Regulations:	28
7.3.2	Driveway Permit from NH-DOT:.....	28
7.3.3	Town Driveway Permit:	28
7.3.4	All Plans shall indicate Location All Access Points AND:	28
7.3.5	Maximum Access Points:	28
7.3.6	Frontage over 600 feet on Roadway:.....	29
7.4	Drainage and Provisions of Public Services	29
7.4.1	Reasons to Deny Development:.....	29
7.4.2	Sewage and/or Water Connections:	29
7.4.3	Control Water Runoff:	29
7.4.4	On-lot Water and/or Sewage:	29
7.4.5	Drainage or Erosion Control:.....	30

Table of Contents

This ToC is not official portion of the Subdivision Regulations and is only provided as a guide to the user.

7.4.6	Protection in Ditches:	30
7.4.7	Prevention of Soil Erosion:	30
7.4.8	Each Water System:	30
7.4.9	Storm Event 24-hour, 50-year	30
SECTION 8. SPECIAL CONDITIONS.....		30
8.1	Subdivisions with Water Access.....	30
8.1.1	Minimum Lot Size:.....	30
8.1.2	Waterfront Common Lot Size:	30
8.1.3	Waterfront Lot Size:	30
8.1.4	Parking Spaces Required:.....	31
8.1.5	Shore Frontage Measured:.....	31
8.1.6	Waterfront Lots, Divided:	31
8.2	For Subdivisions Providing Water Access Boating.....	31
8.3	Conversions to Condominiums or Time-Sharing Units	31
8.3.1	Subdivision Approval Required:	31
8.3.2	Existing Sewage Facilities Shall Meet Current Regulations:.....	31
8.3.3	Area Sufficient to Support Sewage System:	32
8.3.4	Inspection of Existing Sewage System:	32
8.3.5	Groundwater Drinking by Protective Radii:.....	32
8.3.6	Condominium Documents:.....	32
8.4	Protective Well Radius for Community Water Systems	32
8.4.1	Creating Four Plus Lots with Community Water System:	32
8.4.2	Protection of Community Well:	33
8.4.3	Exclude Community Well Radius in Lot Size:	33
8.5	Private Easements, Restrictions, Title	33
SECTION 9 - MISCELLANEOUS.....		33
9.1	Adoption and Amendments	33
9.2	Penalties	34
9.3	Separability	34
9.4	Appeals	34
9.5	Active and Substantial Development or Building: Substantial Completion.....	34
9.5.1	Board may Establish What Constitutes “Substantial Completion”:.....	34
9.5.2	Board may Extend Period :.....	34

Table of Contents

This ToC is not official portion of the Subdivision Regulations and is only provided as a guide to the user.

9.5.3	Subdivision Applicant may Seek Board Certification of Start or Completeness:	35
9.5.4	Board (designee) Inspections :	35
9.6	Voluntary Merger.....	35
9.7	Tables and Exhibits follow :	35

SUBDIVISION REGULATIONS

TOWN OF MOULTONBOROUGH,

NEW HAMPSHIRE

SECTION 1. AUTHORITY AND PURPOSE

1.1 Authority

Pursuant to the authority vested in the Moultonborough Planning Board by vote of the Town of Moultonborough, March 10, 1970, and in accordance with the provisions of **title 64, chapter 672 through 677, NH Revised Statutes Annotated 1955**, as amended, the Moultonborough Planning Board adopts the following Regulations governing the subdivision of land in the Town of Moultonborough, New Hampshire.

1.2 Purpose

These Regulations and Policies of the Board are designed to accomplish purposes set forth in **RSA 674:36**. They are to provide against scattered or premature subdivision of land involving danger or injury to health, safety or prosperity because of lack of water supply, drainage, transportation, or other public service or the excessive cost to the public of supplying them; to provide for harmonious development of the Town and for proper arrangement and coordination of streets in relation to existing or planned streets; to provide adequate open space, and for streets of suitable location and sufficient width to accommodate present and future traffic and to allow adequate light, air and access of firefighting apparatus and equipment to buildings; to require parks of suitable location and size for playground and recreational purposes; to assure that subdivided land shall be of such character that it can be used for building purposes without danger to health; to permit the requirement of lot sizes of sufficient area as needed for adequate on-site sanitary facilities; and generally to enable the Board to provide for conditions favorable to health, safety, convenience or prosperity, and to promote the fullest compliance with all local, state and federal laws, ordinances and Regulations governing land use and the furtherance of all legally adopted public Policies, local state and federal, affecting land use in Moultonborough.

SECTION 2. TITLE

These Regulations shall be known and cited as the “Subdivision Regulations for Moultonborough, New Hampshire.”

SECTION 3. DEFINITIONS

The following definitions pertain directly to the Subdivision Regulations. Any term that is not defined here shall be defined as provided in the Moultonborough Zoning Ordinance or if no definition is provided in the Zoning Ordinance, the term will be given its common dictionary meaning.

Abutter means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Planning Board. For purposes of receiving testimony only, and not for purposes of notification, the term abutter shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in **RSA 356-B:3, XXIII**. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in **RSA 205-A: 1, II**, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

Boundary Line Agreement means an agreement created pursuant to **RSA 472:1** through **RSA 472.5**, to establish a boundary line when its exact present location is unknown.

Boundary Line Adjustment means an alteration of an established lot line for convenience of owners of contiguous lots.

Board means the Planning Board of the Town of Moultonborough, New Hampshire.

Class VI Road means a public highway which (1) had maintenance discontinued by a Town Meeting vote, or (2) has not been maintained by the Town for a period of five years or more.

Clustering means creating a subdivision of a tract of land where units are grouped on lots of reduced dimensions. The remaining land in the tract, which is not built upon, is reserved as permanently protected open space. See Section 7.1.5.

Collector Street means a road that collects traffic from neighborhood and other minor streets, connecting them to principal cross-town routes and to state roads.

Community Water Systems-Well. A community water system shall be any water system with four or more service connections, or which serves four or more separate dwelling units. A well which supplies water for a community water system is a community well.

Compliance Hearing means a public hearing to determine that all conditions and terms of the subdivision and site plan have been met.

Condominium means (RSA 356-b:3 v) real property, and any interests therein lawfully submitted to this chapter by the recordation of the Condominium instruments pursuant to the provisions of this chapter. No project shall be deemed a Condominium within the meaning of this chapter unless the undivided interests in the common area are vested in the unit owners. For planning and subdivision purposes, references to Condominium means those properties where the unit owners have undivided interests in common areas and have agreed (or their predecessors in title) have agreed to submit their property to the provisions of RSA 356-B.

Contiguous Lots mean adjacent or abutting lots which have a common boundary line.

Driveway means a right of way located on private land and built for vehicular access to not more than two (2) lots, sites, or tracts. A driveway is not a street.

Dwelling Unit means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Easement means an acquired privilege or right-of-use which one party may have in the land of another.

Engineer means a licensed registered professional civil or sanitary engineer.

Frontage, Shore (Shore Frontage) as used in section 8.1 of these Regulations, is defined as the average of the total straight-line distance between the points of intersection of the waterfront property with the shoreline and the measured distance along the shoreline.

Lot means a parcel of land or any part thereof capable of being occupied by one principal structure or use and accessory structures or uses incidental thereto and designated on a plat to be filed with the registry of deeds as a separate lot. For the purposes of these Regulations and Policies of the Board, a lot shall have boundaries identical with those recorded with the registry of deeds.

Lot Size means the total land area within the boundaries of a lot, exclusive of any land area designated for street purposes, including, but not limited to, traveled way(s), right-of-way(s) and cul-de-sac(s).

Minor Subdivision See section 5.1.

Plat means a map, plan, drawing or chart signed and stamped by a licensed surveyor on which a subdivision of land is shown, and **final plat** means the final map, plan, drawing or chart on which the Subdivision Applicant's plan or subdivision is presented to the Board for approval.

Policies of the Board means the administrative procedures of the Planning Board which may be amended at any regularly scheduled meeting of the Board by a majority vote of the Board.

Protective Well Radius means a protective area which is a uniform circle measured in feet from the center of the well. For purposes of these Regulations, no sanitary sewer infrastructure may be located within this area, as defined by the DES Administrative Rules. Exceptions shall only be allowed as permitted by DES.

Right-Of-Way shall mean a strip of land used for or intended to be used for a street, road, crosswalk, water main, sanitary or storm sewer main, or for other special use including public use. The usage of the term "right-of-way" for land platting purposes in these Regulations and the Policies of the Board shall mean that every right-of-way hereafter established and shown on a recorded plat is to be separate and distinct from the lots and parcels adjoining such right-of-way and not to be included within the dimensions or areas of such other lots or parcels.

Setback means the shortest straight-line distance between a legal boundary line (right-of-way, center line of improved roadway, lot line or property line), and the nearest part of a building, dwelling unit or other structure.

Street means street, avenue, boulevard, road, alley, highway or other way, including all the land between the sidelines of the layout or conveyance or dedication thereof, but shall not include driveways serving not more than two adjacent lots.

Subdivision Applicant means the registered owner(s) or the authorized agent of the registered owner(s) of a lot, tract, or parcel of land, which is the subject of an application for subdivision approval.

Subdivision means the division of a lot, tract, or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent or lease, condominium conveyance or building development. It includes re-subdivision, and, when appropriate to the context, relates to the process of subdividing, or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision. Land held in one ownership but divided by a right-of-way, watercourse, Town boundary or other natural or created division may still be subject to these Regulations.

Exception: Subdivision plans of cemeteries whose only purpose is to identify individual burial plots shall not be considered subdivisions and will not require subdivision application or approval. Private cemeteries shall be separate from the parent parcel and shall not be counted as frontage or lot size in parent parcel calculations.

Surveyor means a New Hampshire licensed land surveyor.

Tract means any single land area, including contiguous lots, or parcels of land which is in the same ownership whether conveyed to the owner or owners by one or by separate deeds and which is not divided by a public street or highway all of which is capable of division into two or more lots in accordance with these Regulations and Policies of the Board.

Waterfront Property means a lot or parcel of land wholly or partially bounded by a body of water.

SECTION 4. APPLICATION PROCEDURE

4.1 General Procedure

Whenever a subdivision is proposed and before any transfer of title, the subdivider shall obtain approval in accordance with these Regulations and Policies of the Board.

- 4.1.1 Subdivision Application and Review Procedure
prior to the formal submission of an application for major subdivision approval that includes the construction of roads or other public infrastructure, the applicant shall meet with the Technical Review Committee (TRC). Said meeting(s) shall serve to assist the Applicant in preparing a development proposal that is technically conforming to the regulations contained herein. The Technical Review Committee shall make no decisions regarding land use as their role is simply an advisory one to the Planning Board and applicant.
- 4.1.2 The Technical Review Committee (TRC)
shall be comprised of the Public Works Director/Road Agent, Town Engineer (as required), Fire Chief, Police Chief, Code Enforcement Officer, Town Assessor and Town Planner, who shall act as chairperson. All Committee members shall have a designated alternate available in their absence.

4.2 Pre-Application Review

- 4.2.1 Prior to formal application
for subdivision approval a subdivider may appear at a regular meeting of the Board and submit a sketch (concept) plan for informal discussion with the Board, consistent with the provisions of RSA 676:4(II), as amended.

- 4.2.2 Formal public notice of this review shall not be required, however, the review shall be confined to the basic concept of the proposal and suggestions which might be of assistance in resolving problems with meeting requirements during formal consideration, and the review and consultation shall not be binding on either the subdivider or on the Board, no vote shall be taken by the Board during this review, nor shall the Board be committed by reason of this review to vote in the future. At the Subdivision Applicant's request, the Board may engage in non-binding discussions involving more specific design and engineering details, but only after identification of and notice to abutters and the general public.
- 4.2.3 Separate and Apart
Pre-application review shall be separate and apart from formal consideration, and the time limits described in Section 4.11.1 shall not apply.

4.3 Completed Formal Application

An application which satisfies all the following requirements, except those which the applicant has requested waived by the Planning Board, shall be sufficient to invoke jurisdiction to obtain approval.

4.3.1 Application Requirements:

At least nineteen (19) business days prior to the meeting at which the application will be accepted the subdivider shall file with the Board six (6) hard copies and one (1) PDF copy of the proposed plat, consistent with the following requirements and containing the following information.

4.3.1.1 Proposed subdivision name; name and address of owner of record; name of subdivider or surveyor or engineer who created the proposed plat; date; north point and scale of not more than 100 feet to the inch; tax map page and parcel number(s), as they appear on the Town tax records.

4.3.1.2 Names and mailing addresses of all owners of record of abutting properties, as indicated in Town records, not more than five (5) days before the day of filing the application with the Board.

4.3.1.3 Names and Mailing addresses of surveyor or engineer, abutting subdivision names, streets, easements, setbacks, alleys, parks, and public open spaces and any other pertinent facts regarding abutting property.

4.3.1.4 Location of property lines with their bearings and dimensions; existing and proposed easements, buildings, water courses; ponds or standing water, wetlands, rock ledges, right or rights-of-way and other essential features. Total area divided into usable and non-usable areas shall be clearly defined.

4.3.1.5 Existing water mains, sewers, culverts, drains, electric utilities, and proposed connections or alternative means of providing water supply, electric utilities, disposal of sewage and surface drainage location and results of each percolation test hole and test pit dug and information with respect to soil conditions to show that the proposed lots can support both on site water and waste disposal, if required, without danger of contamination of water supply on such lot or on other property. Where a protective well radius is required, the location of the protective well radius shall be shown on the layout. Where such well or radius on an abutting lot encroaches upon the subject lot, such data shall also be shown on the plan.

4.3.1.6 Location, name and widths of existing and proposed streets and highways and pedestrian ways, the elevation of sufficient points on the property to indicate the general topography of existing and proposed streets and highways.

4.3.1.7 The boundaries of proposed permanent easements over or under private property shall be shown.

4.3.1.8 Proposed lots with square foot size of each lot up to five (5) acres, or size expressed in acres to the nearest tenth of an acre for lots over five (5) acres, and setback lines for each lot.

4.3.1.9 Location of all land proposed to be dedicated to public use and the conditions or purpose of such dedication and a copy of such private deed restrictions as are intended to cover part or all of the tract.

4.3.1.10 Proposed location and size of any bridges or culverts which may be required.

4.3.1.11 For those lots with on-site septic systems, soil and slopes information, soil types consistent with the soils and slopes table incorporated in these Regulations and the Moultonborough Zoning Ordinance shall be shown, by soil and boundary area lines for all the land under consideration. Topography shall be shown as measured by a surveyor or engineer at two-foot (2') mark contours in construction areas and five-foot (5') contours in non-construction areas.

4.3.1.12 Sufficient data to determine readily the location, bearing, and length of every street, right-of-way line, lot line, easement line, reservation line, and boundary line and to permit reproduction of such lines upon the ground. All dimensions shall be shown to the nearest hundredth of a foot and bearings to the next minute. The error of closure for blocks by streets shall be that of a third order survey or better.

4.3.1.13 All off site geographic facts within two hundred feet (200') pertaining to the application, including but not limited to the following: intersections, driveways, utility construction, water sources, wetlands, shoreline, location of structures and other existing conditions which may have an impact on the proposed subdivision.

4.3.1.14 Profiles including cross-sections indicating cut and fill, approximate street grades and profiles, and location and sizes of any bridges or culverts, in accordance with Section 7.2 of these Regulations.

- 4.3.1.15 A written construction permit from the New Hampshire Department of Transportation, if required, and a written permit from the Town of Moultonborough for construction of a driveway or other access, if required.
- 4.3.1.16 Approvals or permits as required by the New Hampshire Department of Environmental Services, including test pit data for individual septic systems; private water supply, or sewage treatment systems, site specific permits or subdivision approval.
- 4.3.1.17 If the subdivision is to be served by a public water supply or by public sewers, a statement from the municipal department or company involved, confirming the availability of such service.
- 4.3.1.18 The written comment of the Moultonborough Fire Department relating to the proposed subdivision.
- 4.3.1.19 Any special investigative studies deemed necessary by the Board.
- 4.3.1.20 Any other local or state approvals required in order to undertake the development proposed by the subdivision, or a written certification by the subdivider that no such other approvals are required.
- 4.3.1.21 A fee sufficient to cover the cost of recording the plat with the Carroll County Registry of Deeds shall accompany the final plat.
- 4.3.1.22 Any other documents, records, or materials deemed necessary by the Planning Board before final approval may be granted.
- 4.3.2 Fully completed application check list
using the form provided in the application package including the name and business address of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat submitted to the Board.
- 4.3.3 Written Certification-Fire Dept.
Certify that one copy of the proposed subdivision plat has been delivered to the Moultonborough Fire department for their review and comment.
- 4.3.4 Payment of a fee
as determined by the Planning Board to cover all costs including notices by certified mail, pertaining to the application approval or disapproval.
- 4.3.5 Proposed Plat covers only part of Subdivision Applicant's holdings
Where the proposed plat submitted covers only a part of the Subdivision Applicant's entire holding, the application shall be accompanied by a sketch of the prospective future street systems if any, of the unsubmitted part.
- 4.3.6 Portion to become Public:
If the subdivider proposes that any portion of the land under consideration will become public property, or subject to public access, he shall provide conditional title to all such land in a form satisfactory to legal counsel for the Town. Approval of the plat by the Board shall not constitute an acceptance by the Town of a dedication of any street, highway, park, or other open space.
- 4.3.7 Temporary Stakes Centerlines Future Roads
A statement that temporary stakes have been driven in the ground along the centerlines of any roads to facilitate inspection.

- 4.3.8 Copy of All Covenants and other Documents”
One copy of all proposed deed restrictions, conservation easements, Condominium declarations, restrictive covenants, or other private restrictions governing the use of the land under consideration.
- 4.3.9 Agent’s Authority:
In the event the subdivider is an agent of the owner(s) of record, written confirmation of authority for the agent’s representation, signed by the owner(s).

4.4 Subdivision Application Checklist

All proposed subdivision plans must be submitted to the Planning Board accompanied by a subdivision application form and checklist available from the Planning Board Office. All forms and checklist must be completed by the applicant and filed with the Planning Board Office along with all required submittals at the time of application. A completed application will not be accepted by the Board unless it meets all the applicable requirements identified in the checklist. All materials submitted become part of the final application. The Planning Board reserves the right to amend the checklist when necessary to address conditions specific to an individual application.

4.5 Waivers

- 4.5.1 Waiver Considerations:
When, in the judgment of the Planning Board, special circumstances exist where strict conformity with any specific requirements of these Regulations would cause undue hardship or injustice to the subdivider, and where the review procedures have been in general conformity with these Regulations and provided the general spirit, intent, and purpose of these Regulations will not be adversely or substantially affected or harmed, and further provided that the public convenience and welfare of the citizens of Moultonborough will be substantially served and not adversely affected, the Planning Board may waive or modify such specific requirements of these Regulations. In approving waivers, the Planning Board may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these Regulations.
- 4.5.2 A Petition for any Waiver:
shall be submitted in writing by the applicant when the application is filed for the consideration of the Planning Board, or at such time as the need for waiver may arise. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the applicant or petitioner.
- 4.5.3 If Waiver Request Denied:
In the event the Planning Board denies a request for a waiver submitted with an application, then such application shall not be deemed complete for jurisdictional purposes until the item or information not waived has been submitted.

4.6 Filing and Submission of Completed Application

- 4.6.1 The completed application:
shall be filed with the Planning Board Office at least 14 business days prior to a scheduled public meeting of the Board.
- 4.6.2 An incomplete application
will neither be formally acknowledged by the Board nor will notices of public hearing be mailed, posted or published.
- 4.6.3 Failure to Supply Information:
Applications may be disapproved by the Board without public hearing on grounds of the Subdivision Applicant's failure to supply information required by these Regulations and Policies of the Board, including but not limited to:
 - 4.6.3.1 abutters identification; information required for proposed plat or final plat;
 - 4.6.3.2 failure to pay costs of notices or other costs and fees required by these Regulations and Policies of the Board;
 - 4.6.3.3 failure to meet any reasonable deadline established by these Regulations and Policies of the Board.
- 4.6.4 Incomplete Application:
If an application is disapproved because it is incomplete, the grounds for disapproval shall be stated in the minutes or records of the Board and provided in writing to the applicant.
- 4.6.5 Rule on Completeness:
The Board shall rule on the completeness of a submitted application within thirty (30) days of filing or at the next scheduled Board meeting for which notice can legally be given.

4.7 Notification and Public Hearings

- 4.7.1 Hold Public Hearing:
Before considering or taking formal action upon a plat or the completed application, the Board shall hold a public hearing, as required by the provisions of **RSA 676:4** as amended.
- 4.7.2 Notification by Mail of Hearing:
The applicant, surveyors, engineers and all abutters shall be notified of the hearing by certified mail, stating the time and place of such hearing, and a general description of the subdivision proposal and its location, before the date fixed for the hearing.
- 4.7.3 Notice to General Public:
Hearing notice to the general public shall also be given at least ten (10) days before the date fixed for the hearing by posting in 2 public places in the Town and by publication in a newspaper of general circulation therein.

- 4.7.4 **Additional Notices not Required IF:**
If a notice of public hearing has been included in the notice of submission or any prior notice, additional notice of the public hearing is not required, nor shall additional notice be required of an adjourned session of a hearing with proper notice if the date, time and place of the adjourned session was made known at the prior hearing.
- 4.7.5 **Who may Testify:**
At the public hearing, the applicant, any abutter or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify subject to Board approval at the hearing.
- 4.7.6 **Hearing and Final Decision:**
If the completed application complies with the requirements for a final plat, the Board requires no further information or studies, and proper notice was given to abutters and the public, the Board may hold a public hearing and render a final decision on the plat during the same meeting at which the completed application is accepted.

4.8 Site Inspection

The Board may conduct a site inspection of the proposed subdivision to ascertain the natural conditions of the site and to inspect the layout of the proposed roads. The applicant shall provide written authority from the person(s) entitled to possession allowing the Board or its representatives, advisors, consultants, or other related personnel to conduct a site inspection. Any site visit at which a quorum of the Planning Board is present, must be noticed and minutes recorded. Notwithstanding, Planning Board members may visit a site individually, or in groups smaller than a quorum, without providing notice or recording minutes.

4.9 Special Investigative Studies

- 4.9.1 **Types of Special Studies:**
In its discretion, and based upon the conditions and location of the site, or on the nature of the proposed subdivision, the Board may require the applicant to undertake special investigative studies which may include, but not be limited to, an economic impact study, an environmental impact study, an erosion and sediment control study, a site specific soils analysis, a hydrologic impact study, an ecological impact study, a provision of emergency services study, or other study deemed necessary by the Board to assist in its review of the application.

4.9.2 Traffic Impact Assessment and Analysis:

All new major subdivision applications shall be reviewed by the Technical Review Committee (TRC) and Planning Board to ascertain that adequate provisions have been made by the applicant for traffic safety. To facilitate this review, the applicant shall provide a Traffic Impact Assessment and Analysis to document existing traffic conditions in the vicinity of any proposed new roads for a project, to describe the volume and effect of projected traffic generated by the proposed project, and to identify measures proposed to mitigate any adverse impacts on traffic. All analyses must meet the minimum requirements of a “Standard” analysis. If any of the following thresholds apply, then an “Advanced” analysis must be completed:

4.9.2.1 Trip generation exceeding 200 average daily trips or 24 peak hour trips. Peak hour is defined as any of the following:

4.9.2.1.1 AM peak hour (6-9 AM);

4.9.2.1.2 PM peak hour (4-7 PM);

4.9.2.1.3 Saturday midday peak hour (11AM-1PM).

4.9.2.2 Special circumstances, such as areas or corridors that have a higher than normal growth rate due to greater development activity or activities that generate heavy truck or commercial vehicle volumes.

4.9.2.3 Notwithstanding the threshold criteria above, the Town Planner may require an “Advanced” analysis because of documented safety concerns at adjacent intersections or roadway segments that would be affected by the proposed development.

4.9.2.4 The requirements for a “Standard” or an “Advanced” analysis are contained in the Policy document entitled, “Town of Moultonborough Traffic Impact Assessment and Analysis Standards”. This document is available in the Land Use Office and may be found on the Town website. Potential applicants are strongly encouraged to consult with the Land Use office staff early in the project design regarding the scoping of the Traffic Impact Assessment and Analysis, including consideration of the study area boundary and any special considerations for the area that the development is proposed. A draft of the Traffic Impact Assessment and Analysis shall be completed prior to the final Technical Review Committee meeting so that it can be included in the discussion. A complete version of the analysis shall be finished prior to the first meeting at which the application will be presented to the Planning Board so that Abutters and the Planning Board will have an opportunity for review.

4.9.2.5 The Planning Board may require that the applicant hire a traffic consultant to prepare a traffic impact study to determine if the development proposal will generate traffic volumes that require traffic control measures such as deceleration or acceleration lanes.

4.9.3 Fees and other Costs:

It shall be the responsibility of the applicant to pay reasonable fees for review of documents, the cost of special investigative studies, including the cost of the Planning Board consultants, Board administrative fees, and other costs, which may be required by particular applications.

- 4.9.4 **Special Investigative Studies”**
When the Planning Board requires special investigative studies, the contract for such studies shall be awarded to a professional engaged in providing such services. The Planning Board may request that any such outside entity be licensed or certified by the appropriate New Hampshire State authority. The Planning Board reserves the right to retain the services of a professional for the purpose of reviewing any study submitted.
- 4.9.5 **Discretionary Information Checklist:**
If the Board requires a special investigative study, the applicant shall fill out the discretionary information checklist, and the completed checklist will accompany the documents submitted with the final plat.

4.10 Abandonment of Proposed Plat

A proposed plat shall be considered to have been abandoned by the Subdivision Applicant's if he has not submitted a final plat within twelve (12) months of the date of submission of the proposed plat, excepting contingencies at the Subdivision Applicant's request, or with his consent, during such twelve-month period. An abandoned plat cannot be revised and is not transferable except as a completely new submission to the Board. Subdivision Approvals shall only be eligible for a single one (1) year extension, if such request is received by the Board prior to the date of the approval lapsing.

4.11 Board Action on Completed Application

- 4.11.1 **Time Periods; Extensions:**
The Board shall begin formal consideration of the application within thirty (30) days after receipt of the completed application by the Board. The Board shall act to approve, conditionally approve or disapprove within sixty-five (65) days after acceptance of the completed application by the Board, subject to the applicant's waiver of Board action within the time periods and consent to such extensions as may be mutually agreeable. The Board may apply to the Moultonborough Selectmen for an extension not to exceed an additional sixty-five (65) days before acting to approve, conditionally approve or disapprove an application.
- 4.11.2 **Failure to Act within Time Periods:**
Upon failure of the Board to approve or disapprove the application within the required time, the applicant may obtain from the Board of Selectmen an order directing the Board to act within thirty (30) days. Failure of the Board to act on the application within the 30-day time period shall entitle the Selectmen to take such action as is provided by law, and the rights of the Board, the Board of Selectmen, the applicant, abutters, and interested parties shall thereafter be determined in accordance with **RSA 676:4** as it may be amended.

4.12 Final Plat Requirements

4.12.1 Quantity and Information:

The Subdivision Applicant shall submit three (3) copies of the final plat – one (1) mylar for recording at the Registry of Deeds, and two (2) paper copies for Town records - containing all the information required by Section 4.3, unless waived, and which shall, in addition, be accompanied by the following documents or information, or meet the following requirements:

4.12.2 Size and Type:

The plat shall be of a size and type to conform with the requirements of **RSA 478:13-a** for recording in the Carroll County Registry of Deeds. Adequate space must be available on the plat for the necessary endorsement by the Chairman. -The only accepted sizes are 17” X 22” and, preferred, 22” X 34”. Adjoining sheets may be used, if necessary.

4.12.3 Final Plat Contains:

The final plat shall contain the signature, name and seal of the licensed land surveyor and the signature, license number and seal of any professional whose work is shown on the plat or plans submitted to the Board.

4.12.4 Documents relating to Security:

All documents relating to security required by the Board for the completion of improvements relating to the subdivision, pursuant to Section 4.

4.12.5 Legal Documents, Restrictive and all other similar documents:

If required, written approval of Town counsel of conditional title to rights of way, public easements, restrictive covenants or recordable land use restrictions, Condominium documents, association articles or by laws, or other documents relating to legal status, rights and responsibilities, public use, or legal relationship among the future owners of the proposed Subdivision.

4.12.6 Owner’s Signature(s):

The final plat shall contain the signature(s) of the owner of subject property.

4.13 Public Improvements and Performance Surety

All applicants shall be required to complete, in accordance with the Planning Board’s decision, all the street, and other improvements of the subdivision as required in these regulations, and as approved by the Planning Board. All required improvements shall be made by the applicant at his expense without reimbursement by the municipality.

- 4.13.2 Bond or Surety Required:
Prior to final plat approval, the Planning Board shall require that the applicant post a bond or satisfactory surety at the time of application for final plat approval in an amount deemed by the Planning Board as sufficient to secure to the Town the satisfactory construction, installation, and operation of the required improvements delineated in the construction plans of these regulations, said amount shall not be less than 110% of the engineer's estimate to construct. The applicant shall use the form and format which is available in the Land Use Office in preparing the bond amount.
- 4.13.1 Types of Surety:
The Planning Board will accept various forms of surety, on the condition that the surety instrument adequately guarantees the installation of all required public improvements in a satisfactory manner within a specified period of time. Types of surety that are acceptable include, but are not limited to, direct cash bonds, escrow accounts, or bonds issued by insurance or bond companies. Direct cash bonds shall be deposited in a non-interest-bearing savings account by the Town Treasurer.
- 4.13.2 Surety shall be "Self-calling":
The Planning Board requires that the form of security posted be made "self-calling" to insure that if no certificate of completion of public improvements is received within two (2) years, the security is automatically paid over to the municipality; or in the alternative, that the surety is non-lapsing until either called or released by the Town.
- 4.13.2.1 The applicant shall build and pay for all temporary improvements required by the Planning Board and shall maintain same for a period specified by the Planning Board.
- 4.13.2.2 Prior to construction of any temporary facility or improvement, the developer shall file with the Board a separate suitable bond for temporary facilities, which bond shall insure that the temporary facilities will be properly constructed, maintained, and removed.
- 4.13.3 Performance Bond in Default:
When a performance bond has been posted and required improvements have not been installed within the terms of such performance bond, the Planning Board may thereupon declare the bond to be in default and require that all public improvements be installed, regardless of the extent of the building development at the time the bond is declared to be in default.

4.13.4 Inspection of Public Improvements

4.13.4.1 General Procedure and Fees

The Planning Board or their designated agents, shall provide the inspection of required improvements during the construction and certify their completion. During the construction phase the developer or agent shall notify the Planning Board at least two (2) business days in advance before starting the phases of construction as specified. If, upon inspection, any of the required public improvements have not been constructed in accordance with the Planning Board's construction standards and specifications, the applicant shall be responsible for completing the improvements. Wherever the cost of improvements is covered by a performance bond, the applicant and the bonding company shall be severally and jointly liable for completing the improvements according to specifications. Any costs incurred by the Town as a result of the inspection procedures shall be borne by the developer and failure to pay such costs may result in the calling of the bond by the Town. Occupancy Permits: Pursuant to **NH RSA 676:12**, no occupancy permits will be issued until such time as all necessary public improvements have been deemed complete by the Planning Board or their designated agent.

4.13.4.2 Release or Reduction of Performance Bond

4.13.4.2.1 Certificate of Satisfactory Completion: The Planning Board will not release, nor reduce a performance bond, until the Planning Board's designated agent has submitted a certificate, stating that all required improvements have been completed and until the applicant's engineer or surveyor has certified to the Planning Board's designated agent, through submission of detailed "as built" survey plans of the subdivision, indicating locations, dimensions, materials, and other information, such as shop drawings, required by the Planning Board, that the layout of the line and grade of all public improvements and lot monuments is in accordance with the final plat and construction plans for the subdivision and that a title insurance policy has been furnished to and approved by the Planning Board, as completed.

4.13.4.2.2 Reduction of Performance Bond: A performance bond may be reduced upon actual completion of public improvements and then only to the ratio that the public improvement dedicated bears to the total public improvements for the subdivision. In no event shall a performance bond be reduced below fifteen (15%) percent of the principal amount.

4.13.4.2.3 Release of Performance Bond: Bonds may be released, in whole or in part, following notice from relevant agents that required improvements have been installed and completed in a satisfactory manner. Partial bond release will be considered following receipt and approval of a revised estimate of the cost of the remaining improvements. The applicant shall submit to the Board "as-built" construction drawings prior to release of the bond.

4.13.4.2.4 Warranty Bonds: In no instance shall a performance bond be reduced below fifteen (15) % of the principal amount. Upon completion of public improvements by the subdivider, developer or owner, and approval by the Planning Board, the surety covering maintenance of the streets or other infrastructure for a period of two years from completion to acceptance shall be required in an amount equal to fifteen (15%) percent of the total cost of such improvements, or \$10,000.00, whichever is greater. The maintenance of streets or other infrastructure shall be defined as work required to correct defects in the construction if it becomes apparent to the Town within the two-year time period.

4.14 Final Action

4.14.1 Board Actions:

The Board may approve, disapprove, or conditionally approve an application. The reason for any disapproval shall be set forth in writing and delivered to the applicant. The final signed Notice of Decision and Plat together shall constitute final action of the Board.

4.14.2 Subject to Completion Of:

All approvals are subject to completion of satisfactory conditions of approval if any exist. No Occupancy Permits will be issued by the Building Inspector/Code Enforcement Officer until All conditions are satisfied unless otherwise permitted by the Board in the Notice of Decision.

4.14.3 Board Shall have Power to Modify or Amend:

The Board shall have the power to modify or amend its approval of a plat on application of the owner, lessee, or mortgagee of the premises, or upon its own motion, if such power is reserved by the Board in its original approval. Any subdivision coming before the Board for modification or amendment shall be placed on the agenda and posted in the usual manner. The Board reserves the right to require certified mail, notification of abutters and interested parties; in which case the applicant shall submit a list of abutters names and addresses and letters ready for mailing, together with costs. Thereafter, notification shall be given as required for Board consideration of an initial application.

4.14.4 Conditions of Approval Violated:

If the Board finds, as a result of a Compliance Hearing, that any of the conditions or terms of final subdivision approval are being violated, the Board shall give notice to the owner or occupant to make such corrections as it deems necessary to comply with the conditions or terms of the approval. If such corrections are not completed within a specified time from the original violation notice, the Board may continue with compliance enforcement up to and including revocation of the Subdivision Approval.

SECTION 5. APPLICATION FOR MINOR/LIMITED SUBDIVISION APPROVAL

5.1 Scope

Review of proposals with notice to abutters and public hearing may be expedited using the procedures of this section in case of:

5.1.1 Three Lots or Less:

Proposals involving minor/limited subdivisions which create not more than three lots for building development purposes, with no potential for re-subdivision, and fronting on an existing street, or

5.1.2 Proposals Not Creating Lots for Building Development:

Proposals which do not involve creation of lots for building development, such as proposals for lot line adjustments or boundary agreements which do not create unbuildable or non-conforming lots or increase the non-conformity of an existing non-conforming lot.

5.2 Filing Fee

Application for minor subdivision approval or boundary line change shall be accompanied by a fee, as may be determined by the Board from time to time, plus cost of certified letters notice.

5.3 Preliminary Consultation and Review

The applicant may first meet with the Board for preliminary consultation and review of the proposal under Section 4.2.

5.4 Final Plat and Completed Application

The applicant shall submit all documents and information required by Section 4.3. In case of a Boundary Agreement, the applicant shall submit a copy of the written agreement required by **RSA 472:4**.

In case of a Boundary Agreement or Boundary Line Adjustment requiring deeds to be recorded, the applicant shall either deliver executed deeds or other documents, with recording costs, at the time of approval, or shall designate an agent (or the applicant) who may sign to receive the approved plan within one hundred twenty (120) days of the approval and record both the plan and the deeds or other documents at the Registry of Deeds, so long as the plan and deeds are recorded the same day they are received by the applicant or the applicant's agent. If the applicant elects to record the plan and deeds, completion of the recording within one hundred twenty (120) days shall be a condition of approval.

5.5 Final Action

- 5.5.1 Application Approved Timing:
The application may be approved, after public hearing, at the Board meeting at which the application is formally submitted and accepted for consideration, after proper notice of submission, including notice of public hearing as required in **RSA 676:4. I (d)**
- 5.5.2 Application Disapproved, Modified and/or Further Information required:
Otherwise the application may be disapproved at such a Board meeting, or modifications and/or further investigation may be required and/or final consideration deferred to a subsequent duly noticed Board meeting with public hearing.
- 5.5.3 Board Action Time Limits:
The Board action time limits under paragraph 4.11.1 shall apply to applications under this Section 5.

SECTION 6. GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND

The Subdivision Applicant shall observe the following general requirements and principles of land subdivision:

6.1 General Guidelines

- 6.1.1 Plat Shall Conform with:
The plat shall conform with the Moultonborough Master Plan, Official Map, the Zoning Ordinance and Regulations and the Policies of the Planning Board.
- 6.1.2 Preservation and Protection Of:
The Subdivision Applicant shall give due regard to the preservation and protection of existing features; trees, scenic points, brooks, streams, water bodies, other natural areas and historic landmarks, including stone walls, in order to preserve the natural environment.
- 6.1.3 Land Portion Not Able to be Developed:
Land of such character that it cannot be safely used for building development purposes because of danger to health or peril from fire, flood hazard, poor drainage, poor soil conditions, excessive slope or other hazardous conditions, shall not be included in the minimum lot size. Areas with high water table (within 6" of the surface), floodplains, areas with less than 3' of natural soil over impermeable material (percolation rate slower than 30 minutes per inch) are examples of problems of such nature to endanger health, life or property. Such areas shall be platted but shall not be included as part of the minimum lot size.

- 6.1.4 Lot Size means:
Lot size means the total area within the boundaries of a lot exclusive of any land area designated for street purposes, including, but not limited to traveled ways(s), right-of-way(s) and cul-de-sac(s).
- 6.1.5 Protective Well radius surrounding Community Well:
No portion of the protective well radius surrounding a community well (see regulation 8.4) shall be included in satisfying any minimum lot size calculation.
- 6.1.6 New Hampshire Department of Environmental Services:
When required, the Subdivision Applicant shall provide certification of approval of the subdivision by the State of New Hampshire Department of Environmental Services accompanied by a duplicate copy of all data submitted to them and any stipulation related to approval, and all additionally required state permits and approvals.

6.2 Easements for Utilities, Access, and Public Service

- 6.2.1 Plat Boundary Easements:
The plat shall show the boundaries of proposed permanent easements over or under private property. Such easements shall not be less than twenty (20) feet in width and shall have satisfactory access to existing or proposed public ways. Watercourses proposed for public control shall also have a permanent easement of not less than twenty (20) feet.
- 6.2.2 Water Supply for Firefighting:
Where a subdivision is proposed in a location where a water supply for firefighting purposes is not readily accessible, the Planning Board may, as a condition of final approval, require the applicant to provide for fire protection devices including, but not limited to fire ponds, cisterns or, dry hydrants, and require the developer to allow access to such devices by reserving easements to the Fire Department in accordance with the written recommendation of the Fire Chief.
- 6.2.3 Four or more Lots ANY with Shore Frontage:
In the case of a subdivision involving the creation of four or more lots, any one of which includes shore frontage, the applicant shall provide an easement or easements, if appropriate, of not less than thirty (30) feet in width to allow the Moultonborough Fire Department unobstructed access from the nearest public right-of-way to the shoreline, for the purpose of maintaining a dry hydrant, or other water access device, for year-round access to a supply of water for fire protection purposes. Such easement shall provide that no obstructions may exist within the easement area. Said device shall be procured and installed at the Subdivision Applicant's expense.

6.2.3.1 The Planning Board may require construction and maintenance of a roadway of suitable materials to facilitate access of firefighting equipment and maintenance equipment to the shoreline or dry hydrant. In addition, the Planning Board, pursuant to paragraph 4.13 of these Regulations, may require the applicant to post a bond or other appropriate security to insure that the construction of firefighting access facilities be completed within a certain stated period of time, but in any event, such construction shall be completed before occupancy of any units in the proposed subdivision.

6.2.3.2 The Planning Board may require, as a condition of final approval, that the Moultonborough Fire Department review and comment on this aspect of the application and the Planning Board may require that the applicant comply with design and specifications provided by the Fire Department as to construction and maintenance of any improvements under the preceding two (2) paragraphs.

6.2.4 Board May Require Open Spaces and/or Parks:

The Board may require open spaces and/or parks (not to exceed 15% of total area of the subdivision) suitably located for recreational purposes and of appropriate area and physical characteristics for this use. Areas set aside for parks and playgrounds to be dedicated or to be reserved for the common use of all property owners by a covenant in the deed whether or not required by the Board, shall be of reasonable size and character for neighborhood playgrounds or other recreational uses.

6.2.5 All Subdivisions Shall Provide Space for High Speed Data Communication: All new major and minor subdivisions shall install underground conduits, or reserve space on specialty and/or utility poles, to provide access for high speed wireline and/or wireless data communication access infrastructure. All such access must be granted within an easement for the provision of future internet access to the subdivision.

6.3 Flood Hazard Areas

For subdivisions that involve land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP):

6.3.1 Governmental Permits:

The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including **Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.**

6.3.2 Development greater than 5 acres or 50 Lots:

The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).

- 6.3.3 Evidence to Allow Determination:
The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:

6.3.3.1 All such proposals are consistent with the need to minimize flood damage;

6.3.3.2 All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and,

6.3.3.3 Adequate drainage is provided so as to reduce exposure to flood hazards.

6.3.3.4 The provisions of any Floodplain Development section of the Town's Zoning Ordinance are met.

- 6.3.4 New or Replacement Water Supply Systems

The Board shall require new or replacement water supply systems and/or sanitary sewage systems to be designated to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems to be located so as to avoid impairment of them or contamination from them during flooding.

6.4 Monuments

The Subdivision Applicant shall install two (2) iron pins or granite or other suitable material monuments at least twenty-four (24) inches in length and four (4) inches square with suitable center point at each street intersection on the right-of-way line, and iron pin monuments not less than 1/2 inch in diameter and twenty-four (24) inches long at all points on boundary lines of lots where there is a change of directions and at all lot corners.

6.5 Documentation of Impacts

Pursuant to **RSA 674:36, II** it shall be the responsibility of the developer, if the Board deems it necessary, to provide an accurately documented environmental and economic impact statement. Such statement may require documentation on drainage, erosion, forest productivity, ground and surface water quality, traffic safety, public services and any other factors that could impact the short and/or long-term well-being of the public in Moultonborough.

SECTION 7. DESIGN STANDARDS FOR ALL SUBDIVISIONS

7.1 Lots

- 7.1.1 Width of Blocks:

The width of blocks shall not be less than three hundred (300) feet nor shall the length exceed twelve hundred (1200) feet.

- 7.1.2 Each Lot shall conform ZO Art III (3) Table I:
Each lot shall be in conformance with Table I of Article III of the Zoning Ordinance in order to assure adequate space for safe, long term operation. Subject to Section 7.1.5, a lot must contain a minimum of 40,000 square feet of usable land area, exclusive of land area designated for street purposes.
- 7.1.3 Suitability of Lot(s):
Where there is a question as to the suitability of the lot(s) for the intended use due to the presence of such factors as public safety, scattered or premature development, rock formation, steep slopes, unusual surface configuration, tendencies to periodic flooding, poor drainage, unsuitable soils and inadequate capacity for sanitary sewer disposal, the Board may, after investigation, withhold approval of such lot(s).
- 7.1.4 Frontage on Street :
All lots shall have frontage on a street, in accordance with **RSA 674:41**.
- 7.1.5 Clustering of Housing :
Clustering of housing units may be permitted and is encouraged for the preservation of open space, to promote more efficient use of land, and to provide flexibility in subdivision design.
- 7.1.5.1 Where clustering or multiple dwelling units are permitted, the minimum lot size shall be as determined by the Board based upon the character of the land involved, the type of housing proposed and other pertinent factors. The total usable area in the subdivision must still equal the minimum lot size requirements as determined by using the soils and slopes table times the number of lots or units planned. The area which has not been built upon shall be consolidated into open space. The total number of units to the acre shall remain substantially the same overall density as required in a conventional subdivision layout with all requirements of the Subdivision Regulations and the Policies of the Board being met.
- 7.1.5.2 The common open space shall be designed as an integral part of the development and used for recreation, conservation or park purposes and open at least to the owners and occupants of the lots in the cluster development.
- 7.1.5.3 The common open space shall be so defined on the subdivision plan and shall be made subject to a deed restriction which shall thereafter prohibit further subdivision of open space or the use of the open space for purposes other than originally designated.
- 7.1.5.4 Should some of the open space land not be owned in common, such as a golf course, country club, or play courts and fields such ownership and maintenance responsibility shall be specifically stated in the Home Owners Association documents, or other equivalent documents.
- 7.1.5.5 A statement of adequacy of utility systems for provision of water service, fire protection, sewer service and storm drainage shall be provided to the Board where applicable.
- 7.1.5.6 All maintenance of common owned land and infrastructure shall be detailed in the Home Owners Association, or other equivalent documents.

7.1.5.7 All new major and minor subdivisions shall install underground conduits, or reserve space on specialty and/or utility poles, to provide access for high speed wireline and/or wireless data communication access infrastructure. All such access must be granted within an easement for the provision of future internet access to the subdivision.

7.2 Road Design and Construction

7.2.1 Acceptance of New Subdivision Roads

The Planning Board will not recommend acceptance of any new road constructed as a result of an approved subdivision plat unless it meets the specifications contained in these Regulations and the Policies of the Planning Board. If a subdivider or developer seeks to have the road accepted as a town road, then prior to the Planning Board advising the Board of Selectmen on whether to prepare an acceptance warrant for Town Meeting or not, the developer shall be responsible for submitting a recordable deed and any associated fees to the Land Use Office. If at Town Meeting the road is accepted, the developer shall be notified, and the Land Use Office shall record the deed with the Carroll County Registry of Deeds within ten (10) days of said acceptance. Upon recording, a signed original copy of the deed shall be filed with the Town Clerk's office and a copy submitted to the developer.

7.2.2 All New Road have Signs per:

All newly created roads in any subdivision approved by the Moultonborough Planning Board shall have signs erected by the subdivider at all intersections, in accordance with the following specifications:

7.2.2.1 Road intersection signs – All road intersection signs shall be high intensity retro-reflective sheeting, green in color, on a 9" aluminum extruded panel (1/8" thick, with 3/16" at extruded edge). The lettering shall be 6" white reflective lettering. The sign panel length to be determined by name length. Sign mounting shall be on a U channel post with top mount 9" sign mounting bracket. The signposts must be a two-post system, break-a-way design with a 3' in ground mounting post, coupled to a 10' top post, which must be a minimum of 7 1/2 feet off roadway surface. Signs should be mounted a minimum of 5' from the roadways edge.

7.2.2.2 Hardware - All signs shall be mounted with stainless steel or aluminum lag bolts within one (1) foot of the top of the post.

7.2.2.3 Posts - All posts shall be 10' hot dip galvanized flanged channel steel, set in a hole to an elevation of 7 1/2' above ground level. All signs are to be installed so as not to interfere with any plowing or roadside maintenance and shall be placed no more than 10' and no less than 8' off the traveled way.

7.2.2.4 Names of roads - All newly created roads shall be named on the application delivered to the Planning Board. All road names must be approved by the Moultonborough Board of Selectmen in accordance with the 911 Regulations.

- 7.2.3 Preservation of natural, archeological, cultural and historical resources. The Planning Board shall, whenever possible, for each land use application, promote the preservation of those features which add value to residential/commercial developments and contribute to the scenic beauty and rural character of the community; such as stone walls, tree masses, watercourses, historic buildings and sites, scenic vistas and similar irreplaceable assets.
- 7.2.4 Cost of Offsite Improvements :
Subdividers shall be assessed that portion of offsite improvements which bears a rational nexus and relationship to the needs created by, and the special benefits conferred upon the subdivision. The cost of such improvements shall be determined by an engineer approved by the Board.
- 7.2.5 Table of geometric and other standards for new subdivision roads.
All new roads proposed as a result of an approved subdivision plat shall be designed in accordance with the following minimum criteria and shall further be arranged and constructed in accordance with the provisions set forth hereinafter:
- See **Table 1Traffic Load** in “Tables and Exhibits” after section 9.7.
- 7.2.5.1 Minimum width of right-of-way = 50 ft.
- 7.2.5.2 Minimum angle of intersection at center lines = 60 ° (Streets shall be laid out to intersect as nearly as possible at right angles.)
- 7.2.5.3 Minimum grade of shoulders from pavement or traveled way = 1/2 in per foot
- 7.2.5.4 Minimum tangent length between reverse curves (s curves) = 100 ft.
- 7.2.5.5 Minimum road crown = 1/4” per ft.
- 7.2.5.6 If a hammerhead or cul-de-sac is proposed, a hammerhead shall be designed with a “T” with turnaround points forty (40) feet long and of the same material and width as the connecting road surface. For cul-de-sacs, a center island is required with the road surface to remain at the required widths, with shoulders on both sides for the entirety of the circle. The center island shall be green space but may contain stormwater infrastructure. The cul-de-sac Right-Of- Way shall have a diameter of no less than 120 ft. Hammerheads shall be the preferred ending to a street with no outlet. All road surfaces, shoulders and infrastructure for hammerheads and cul-de-sacs shall be fully contained within the street right-of-way. **Refer to Exhibit 2 (following 9.7)** for design standards for cul-de-sacs and hammerheads.
- 7.2.5.7 Adequate stormwater controls shall be provided for all road surfaces for a 24-hour, 50-year storm event.
- 7.2.5.8 Relation to topography. The street plan of a proposed subdivision shall bear a logical relationship to the topography of the property, and all streets shall be arranged so as to obtain as many of the building sites as possible at or above the grade of the streets. Grades of streets shall conform as closely as possible to the original topography.

7.2.5.9 Street jogs with centerline offsets of less than one hundred twenty-five (125) feet shall be prohibited. A street jog is defined as two parallel straight-line, tangential sections of roadway connected by a horizontal curve section; the two tangent sections cannot be separated by less than 125 ft. measured perpendicularly unless topography and terrain dictate.

7.2.5.10 Safe Sight Distance is defined as a straight-line view which encounters no obstruction measured between two points along the center line of the street entirely within the street right-of-way, each point to be a height of four (4) feet above the road surface. Safe Sight Distances shall be as shown in the table at the beginning of this section.

7.2.5.11 When connecting street lines deflect from each other at any one point by more than ten (10) degrees, they shall be connected by a curve with a radius adequate to insure proper sight distances as defined by the NH DOT Standard Specifications for Road and Bridge Construction and Policies of the Board.

7.2.5.12 Drainage - Construct adequate drainage facilities to provide removal of storm water, to prevent flooding of the pavement (24-hour, 50-year storm) and erosion of adjacent facilities. All construction shall conform to NH DOT Standard Specifications for Road and Bridge Construction and all applicable laws and regulations and must not interfere with any normal watershed drainage.

7.2.5.13 Construction Engineer and Inspection – For all new road construction required by subdivision plat approval, a construction engineer/inspector holding a Professional Engineer’s certification shall be designated by the Board or its designee, at the developer’s expense, to oversee all required construction elements and shall verify that all projects are constructed per these Subdivision Regulations and the most recent edition of NH DOT Standard Specifications for Road and Bridge Construction as deemed applicable by said engineer.

7.2.5.14 Guardrails – Guardrails installed shall be as required to follow the requirements of the Road Agent and standards detailed by the NH DOT Standard Specifications for Road and Bridge Construction.

7.2.5.15 There shall be provision made by the subdivider to ensure that maintenance of new private roads in conformity with these standards continues in perpetuity; to that end, continuing maintenance language shall be included as part of the homeowner’s association document. Said document shall be submitted to the Planning Board for review and approval as part of the subdivision application, as per Section 4.12.4., Final Plat Requirements.

7.2.6 Construction Standards.

7.2.6.1 Subgrade :

7.2.6.1.1 All trees and roots shall be stripped to below the base course of pavement and shoulders for the full width of the pavement and shoulders. All soft spots, peat, organic material, spongy soil, and other unsuitable materials shall be removed and replaced by material approved by the Board or its agent. The subgrade fill or backfill shall be compacted in lifts not exceeding 12 inches in depth. The subgrade shall be graded in the general cross slope configuration shown on the Typical Roads Section **(Exhibits 1 or 3 (following 9.7))**.

7.2.6.1.2 Boulders and/or ledge shall be removed to a depth of 6 inches below the subgrade level shown on the Typical Road Section **(Exhibits 1 or 3 (following 9.7))**. After removal to this depth they shall be covered by a fill material approved by the Board or its agent and graded and compacted to the subgrade level.

7.2.6.2 Base Course:

7.2.6.2.1 Bank-run gravel of good quality shall be spread over the entire width of the proposed pavement and shoulders to a depth of 12 inches, plus six (6) inches of crushed gravel.

7.2.6.2.2 The bank-run gravel and crushed gravel each shall be placed in lifts not exceeding six (6) inches and in the cross-slope configuration shown on the attached Typical Roadway Section **(Exhibits 1 or 3 (following 9.7))**

7.2.6.3 Compaction: Roadway subgrade and base courses shall be compacted to 95% of maximum density proctor method in accordance with **AASHTO T-99**.

7.2.6.4 Pavement Materials:

7.2.6.4.1 Base Course of two (2) inches conforming to Type B of the NH DOT Specifications.

7.2.6.4.2 "Wearing Course" conforming to Type F of the NH DOT Specifications.

7.2.6.5 Bridge Construction: All bridges shall be constructed in accordance with the NH DOT Standard Specifications for Road and Bridge Construction and as approved by the Planning Board.

7.2.7 Construction Plans and Specifications.

7.2.7.1 Before final approval is granted for any subdivision, the developer shall submit a complete set of plat construction detail sheets and specifications to the Board or its designee for evaluation. Once approved by the Board or its designee, the developer shall not alter or vary the construction documents without prior consultation with the Board or its designee.

7.2.7.2 As a minimum, the plat construction detail sheets and specifications shall incorporate the requirements of these regulations.

7.3 Protection of Public Thoroughfares from an Excessive Number of Access Points

7.3.1 Purpose of the Regulations:

The purpose of the Regulations in this section is to maintain efficient and safe roads in Moultonborough. These provisions are designed to cause fewer distractions to motorists, fewer requirements to brake, while promoting smooth traffic flow and optimum sight distances. They are designed to ensure wise use of taxes for road construction and maintenance, and long-term use of the public roadways for intra and inter Town commerce. These Regulations are also designed to help minimize potential conflict with children at play, to allow for sufficient privacy and quiet in residential neighborhoods, and to assist in maintaining the rural character of Moultonborough. All access points, including driveway entrances, shall be located to most adequately promote the safety, efficiency, and convenience of the traveling public and the residents adjacent to the roadway. Access points to through highways, public roads and streets shall be limited in number to protect the long-term utility of the roadway.

7.3.2 Driveway Permit from NH-DOT:

Before any driveway or other access is constructed within the limits of the right-of-way of any class I or class III highways or the state maintained portion of any class II highway, an approved, written driveway permit must be obtained from the New Hampshire Department of Transportation as per **RSA 236:13**. State approvals shall be submitted to the Board as part of the subdivision application material.

7.3.3 Town Driveway Permit:

Before any driveway or other access is constructed within the limits of the right-of-way of any Town road or highway, a written permit must be obtained from the Town of Moultonborough Board of Selectmen and shall be submitted to the Board as part of the subdivision application material.

7.3.4 All Plans shall indicate Location All Access Points AND:

All subdivision plans (concerning access to any roadway in Town) shall indicate the location of the driveway or other access points, the width of the driveway, entrance, exit or approach and the safe sight distance for each access point.

7.3.4.1 The maximum width of any access point or driveway shall be fifty (50) feet measured parallel to the highway centerline at the curb or shoulder line

7.3.4.2 A desirable width of thirty-five (35) feet, except that an access point or driveway may be flared beyond a width of fifty (50) feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the driveway or approach.

7.3.5 Maximum Access Points:

No more than two (2) driveways or access points shall be permitted to a single lot entering on a single highway.

- 7.3.6 Frontage over 600 feet on Roadway:
For proposed subdivision along Town or state roadway frontages that exceed six hundred (600) feet, the construction of an internal street system or service road outside of the roadway right-of-way will be required to provide greater safety for the development occupants, as well as the highway users. Unusual land conditions may provide the basis for an exception; however, the Planning Board must first review and approve the proposal.

7.4 Drainage and Provisions of Public Services

- 7.4.1 Reasons to Deny Development:
Pursuant to **RSA 674:36, II** land of such character as to create a danger to health, flood or fire hazard, injury, or other menace, shall not be platted for development which would promote these hazards, until appropriate measures have been taken by the developer to eliminate such hazards. No natural drainage way will be obstructed unless adequate means are taken to provide for the runoff. Scattered or premature subdivision of land that would constitute a threat to the prosperity of the Town by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services that would necessitate an excessive expenditure of public funds, or are in conflict with the harmonious development of the Town, will not be platted for development.
- 7.4.2 Sewage and/or Water Connections:
If sewage and water connections are required, it shall be the responsibility of the Subdivision Applicant to install and connect to existing public water and/or sewage lines in accordance with current Federal, State and Local water and sewage Regulations. If water and sewage connections are not practical, all street plans will include adequate area for the future installation of public utilities should such become necessary to control pollution. In areas shown on the official sewer map as planned for Town sewer facilities, it shall be the responsibility of the Subdivision Applicant to install sewage lines in accordance with current sewer Regulations.
- 7.4.3 Control Water Runoff:
No water shall be permitted to run across the street on the surface but shall be directed into catch basins, or otherwise into ditches, and shall be piped underground in a pipe of not less than 18 inches in diameter, or such size as may be deemed necessary by the Board. No artificial or unnatural drainage flow shall be directed to abutting property so as to cause hardship to abutters.
- 7.4.4 On-lot Water and/or Sewage:
Unless public sewage and/or water facilities are provided, it shall be the responsibility of the Subdivision Applicant to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of both individual on-lot water and sewage systems.

- 7.4.5 Drainage or Erosion Control:
All drainage or erosion control facilities must be consistent in design with the procedures and guidelines used by the Carroll County Soil Conservation District or developed by the US Soil Conservation Service.
- 7.4.6 Protection in Ditches:
Paving or stone shall be provided in ditches where soil or velocity conditions warrant protection from erosion.
- 7.4.7 Prevention of Soil Erosion:
Adequate measures to prevent soil erosion shall be taken during road construction and lot cleaning. Such measures may include, but not be limited to, maintenance of vegetative cover on steep slopes, seeding of road shoulders and embankments, construction of settlement basins and temporary dams.
- 7.4.8 Each Water System:
Each water system shall comply with Federal, State and Local Regulations.
- 7.4.9 Storm Event 24-hour, 50-year
All stormwater and drainage infrastructure shall be designed to adequately perform in a 24-hour, 50-year storm event.

SECTION 8. SPECIAL CONDITIONS

8.1 Subdivisions with Water Access

For Subdivisions with water access, and Subdivisions for the granting of ownership rights, rights to use easements, rights-of-way or other privileges permitting use of waterfront property upon which the user does not reside, for uses other than boating, the following requirements shall be met:

- 8.1.1 Minimum Lot Size:
Minimum lot size shall be determined by the soils and slopes table as shown on Table 1, ZO Article III (3).
- 8.1.2 Waterfront Common Lot Size:
Every lot or parcel of waterfront property to be used in common shall contain a minimum area of 40,000 square feet plus 3000 square feet for each additional dwelling unit. The area required for the beach front; water access lot shall not be occupied by any dwelling unit. No portion of the waterfront lot may be counted to satisfy minimum lot size for construction or subdivision.
- 8.1.3 Waterfront Lot Size:
Minimum lot dimensions for each waterfront lot shall be as follows:
- 8.1.3.1 Minimum shore frontage shall be 150 feet for the first dwelling unit to be granted access.
- 8.1.3.2 An additional 150 feet of frontage is required for each additional dwelling unit after the first unit, where the additional unit is to be located within 250 feet from the reference line established by **RSA 483-B**, as amended.

8.1.3.3 An additional 50 feet of frontage shall be required for each additional dwelling unit to be located beyond 250 feet from the reference line established by **RSA 483-B**, as amended.

8.1.3.4 The same frontage may not be allocated more than once.

8.1.3.5 All newly created lots must have frontage on a street, in accordance with the **RSA 674:41**.

8.1.4 **Parking Spaces Required:**

For each dwelling unit to be granted rights of access to the water, one parking space shall be provided at the common use beach area for each such dwelling unit located more than 1/2 mile (by road) from the public body of water.

8.1.5 **Shore Frontage Measured:**

All shore frontage shall be measured by using the average of the actual shore frontage, and the distance between the waterfront pin locations along a straight line. (Example – Actual surveyed shore frontage - 200', Distance between boundary pins in straight line - 100' = Frontage = 150')

8.1.6 **Waterfront Lots, Divided:**

Waterfront lots may be divided into boating areas and swimming areas.

8.1.6.1 Adequate signs and other safety features shall be provided to insure safe use of waterfront areas for boating and swimming.

8.1.6.2 Boating areas shall be separated from swimming areas by natural or manmade dividers, and adequate signs shall mark the separation.

8.1.6.3 All boating and swimming areas must comply with standards of the State of New Hampshire and all regulations of agencies of the State of New Hampshire applicable thereto.

8.1.6.4 One toilet facility each for males and females shall be provided for each 25 lots or units (or portions thereof) granted rights of access.

8.1.6.5 No dock, breakwater, dug in boat slip/basin or similar structure shall attach to the land at any point closer than 20 feet from the boundary line of the property in question.

8.2 For Subdivisions Providing Water Access Boating

Development plans for boating and swimming areas shall be submitted to the Planning Board for review prior to making application to the appropriate state agency for a permit.

8.3 Conversions to Condominiums or Time-Sharing Units

8.3.1 **Subdivision Approval Required:**

Subdivision approval is required for conversion of developed property to the Condominium or Time Share form of ownership, and no building permit shall be issued prior to Subdivision approval.

8.3.2 **Existing Sewage Facilities Shall Meet Current Regulations:**

Existing subsurface sewage disposal facilities shall meet current construction design Regulations as set by the NH DES.

- 8.3.3 Area Sufficient to Support Sewage System:
The developer shall demonstrate that the lot or land area is sufficient in size to support an adequate subsurface sewage disposal system. Soils type and slope shall be identified on the plat plan.
- 8.3.4 Inspection of Existing Sewage System:
An inspection of the existing sewage disposal system and a detailed diagram showing type, extent and location of the system, certified by a registered professional sanitary engineer indicating that the system is adequate for its intended and proposed use shall be furnished to the Board.
- 8.3.5 Groundwater Drinking by Protective Radii:
Drinking water supplied from groundwater shall be protected by restricting land use and prohibiting all activity detrimental to water quality within the protective radii based upon the average daily demand on the system as follows:

8.3.5.1 System Demand (Gallons Per Day)	Protective Radius (In Feet from Source of Supply)
400	75
800	125
1200	150
1600	175
2000	200

- 8.3.5.2 No sewer, sewage or waste disposal system shall be permitted within the protective radius. (refer to 8.4.2)
- 8.3.6 Condominium Documents:
The responsibility for maintenance, operation, replacement and protection of roads and other infrastructure including the water supply and sewage disposal systems shall be clearly established by the Condominium or time-sharing agreement, Declaration, or Bylaws, copies of which shall be furnished to the Board.

8.4 Protective Well Radius for Community Water Systems

- 8.4.1 Creating Four Plus Lots with Community Water System:
Whenever a subdivision application involves the creation of four (4) or more lots, to be served by a community water system, the applicant shall provide for a protective well radius.

- 8.4.2 **Protection of Community Well:**
In order to protect the long-term quality of each community well, to promote public health and safety and to prevent the contamination or pollution of water in community wells, no buildings or other structures may be located within the protective well radius; nor may there be any roadways or other improvements which would increase the risk of soil contamination or other underground water contamination. A structure to house a pumping facility and/or water storage related to the community water system may be located within the protective radius. The size of the protective well radius shall be determined pursuant to paragraph 8.3.5.1.
- 8.4.3 **Exclude Community Well Radius in Lot Size:**
No portion of the protective well radius surrounding a community well shall be included in any minimum lot size calculation.

8.5 Private Easements, Restrictions, Title

If the Board approves an application where a substantial dispute exists as to the existence, enforceability or validity of private land restrictions or easements, or as to issues relating to title to the property, the Board may require that the following or similar statement be added to the plat or to the Board's Notice of Decision; "By its approval of this application (plan), the Moultonborough Planning Board offers no opinion whether this application (plan) may be affected by private easements, land use restrictions, restrictive covenants, title issues, or other private agreements or requirements relating to the ownership or use of this property."

SECTION 9 - MISCELLANEOUS

9.1 Adoption and Amendments

These Regulations shall become effective after a public hearing or hearings have been held and after having been passed by majority vote of the Board. These Regulations may be amended or rescinded by the Board, but only following public hearing(s) on the proposed change(s). The Chairman or Secretary of the Board shall transmit a record of any changes so authorized to the Registrar of Deeds for Carroll County.

9.2 Penalties

Whoever, being the owner or agent of the owner of any land located within a subdivision, transfers, rents, leases, or sells any land, before a plat of such subdivision has been approved by the Board and recorded or filed in the office of the Carroll County Registrar of Deeds shall forfeit and pay a penalty of five hundred dollars (\$500.00) for each lot or parcel so utilized; and the metes and bounds in the instrument of transfer or other document used in the process shall not exempt the transaction from such penalties. The execution of a deed which constitutes a subdivision is subject to the foregoing penalty. The owner or agent of the owner and the party executing the deed will be held individually responsible for the violation. The Town, through its solicitor or other official designated by its Selectmen, may enjoin such transfer(s) and may recover the said penalty(ies) by civil action.

9.3 Separability

If any provision of these Regulations is held to be invalid or unconstitutional by any court with jurisdiction, such holding shall not effect, impair or invalidate any other provisions of these Regulations.

9.4 Appeals

As provided in **RSA 677:15**, any persons aggrieved by any decision of the Board concerning a plat or subdivision may present to the Superior Court a petition, duly verified setting forth that such decision is illegal in whole or in part, specifying the grounds of the illegality.

9.5 Active and Substantial Development or Building: Substantial Completion

- 9.5.1 Board may Establish What Constitutes “Substantial Completion”:
The Planning Board may establish, with input from the Subdivision Applicant and review and recommendation from pertinent staff, the threshold level of work which shall constitute “Substantial completion of the improvements as shown on the subdivision plat and/or active and substantial development or building” for purposes of **RSA 674:39**, as amended, but shall be no later than two (2) years from the time of Subdivision Plat recording, unless extended by a vote of the Board as permitted below. The specification of such level of work may be noted on the plan or incorporated as part of the Planning Board’s decision approving the application.
- 9.5.2 Board may Extend Period :
The Planning Board may also, for good cause, extend the 24 month period set forth in **RSA 674:39**, I (a), as amended, one (1) time only, and may require that an appropriate note be placed on the plan, or that such extension be incorporated in the approval of the application.

- 9.5.3 Subdivision Applicant may Seek Board Certification of Start or Completeness:
The Subdivision Applicant may seek Planning Board certification that active and substantial development or building has begun or is complete, or that substantial completion of the improvements has been achieved, and the Planning Board, upon receipt of such request for certification of completion, may schedule a public hearing, with notice to abutters and interested parties, at the Subdivision Applicant's expense, or in the alternative, may issue such certification without a public hearing, after inspection of the site by the Planning Board or its designee.
- 9.5.4 Board (designee) Inspections :
All site improvements, including, but not limited to roads, grading, drainage, utilities and erosion control, shall be subject to inspection by and approval of the Planning Board or its designee, as appropriate, who shall be notified by the developer at least seventy-two (72) hours prior to the start of construction. Inspections will be conducted by said officials or their designee following a request by the developer. No underground installation shall be covered until inspected by the appropriate officials. Any improvements covered without inspection shall be considered not accepted. All fees and costs connected with inspection for the review of plans, construction and specifications shall be paid for by the developer, at a rate set forth in the Town of Moultonborough Adopted Schedule of Fees, as amended annually.

9.6 Voluntary Merger

Any owner of two (2) or more contiguous preexisting approved subdivided lots or parcels who wishes to merge them for municipal regulation and taxation purposes may do so by applying to the Planning Board, by filing an application for Voluntary Merger, along with an administrative processing fee. Upon such application, the Planning Board shall determine whether the merger would violate any Moultonborough Ordinances or Regulations, and if there would be no such violation, the Planning Board shall approve the Voluntary Merger, and shall file a copy of the approved notice of merger with the Selectmen's agent. No such merged parcels shall thereafter be separately transferred without subdivision approval.

9.7 Tables and Exhibits follow :

Table 1 TRAFFIC LOAD	ADT 0-50	ADT 50-250	ADT 250-400	ADT 400-750 (OR GREATER)
Design Speed	20 MPH	20 MPH	30 MPH	35 MPH
Centerline Curve Radius	120 ft	150 ft	250 ft	425 ft
Travelled Way Width	18 ft	20 ft	22 ft	24 ft
Shoulder Width (each side)	2 ft	2 ft	3 ft	4 ft
Vertical Curve				
Crest:	15	15	30	50
Sag:	24	24	40	50
(Minimum K Values)				
Sight Distance	150ft	200 ft	300 ft	350 ft
Sight Distance @ Road Intersections	200 ft	300 ft	350 ft	400 ft
Profile Grade				
Minimum:	0.5%	0.5%	0.5%	0.5%
Maximum:	10.0%	9.0%	8.0%	7.0%
Minimum Platform @ Road Intersections	2.0 %-50 ft	2.0 %-75 ft	2.0 %-100 ft	2.0 %-100 ft
Minimum Pavement Radius @ Road Intersections	30 ft	30 ft	3.5 ft	40 ft
Surface Treatment shall use NH DOT Standard Specifications for Road and Bridge Construction	Gravel or Bituminous Asphalts	Gravel or Bituminous Asphalt	Bituminous Asphalt	Bituminous Asphalt
Clear Zone	2 ft	2 ft	3 ft	4 ft

Notes: 1. A **clear zone** is defined as the total roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and/or a clear run-out area. The desired minimum width is dependent upon traffic volumes and speeds and on the roadside geometry. Simple stated, it is an unobstructed, relatively flat area on the edge of the traveled way that allows a driver to stop safely or regain control of a vehicle that leaves the traveled way. 2. ADT is defined as Average Daily Traffic.

[Type here]

[Type here]

[Type here]

A

Abandonment of Proposed Plat	13
Acceptance of New Subdivision Roads	24
Adoption and Amendments	33
All New Road have Signs per:	24
All Plans shall indicate Location All Access Points AND	28
Appeals	34
Application Procedure	
Fully completed application check list	8
APPLICATION PROCEDURE	5
Application Requirements:	
Application Requirements	6
Area Sufficient to Support Sewage System	
Conversions	32

B

Base Course	
Construction Standards	27
Board (designee) Inspections	
Substantial Completion	35
Board Action on Completed Application	13
Board may Extend Period	
Substantial Completion	34
Bridge Construction	
Construction Standards	27

C

Certificate of Satisfactory Completion	
Performance Bond	16
Clustering of Housing	23
Community Water Systems	3, 32
Compaction	
Construction Standards	27
Completed Formal Application	6
Compliance Hearing	3, 17
Condominium Documents	
Conversions	32
Construction Standards	26
Control Water Runoff	29
Conversions to Condominiums or Time-Sharing Units	31
Cost of Offsite Improvements	25
Creating Four Plus Lots	
Community Water System	32

D

DEFINITIONS	2
Development greater than 5 acres or 50 Lots	21
Documentation Of Impacts	22
Drainage and Provisions of Public Services	29
Drainage or Erosion Control	30
Driveway Permit from NH-DOT	28

E

Each Lot shall conform (Design Standards)	23
Each Water System	30
Easements for Utilities, Access, and Public Service	20
Evidence to Allow Determination	22
Excessive Number of Access Points	28
Exclude Community Well Radius in Lot Size	
Community Water System	33
Existing Sewage Facilities	
Conversions	31

F

Filing and Submission of Completed Application	10
Filing Fee (Minor SD)	18
Final Action	17
Final Action (Minor SD)	19
Final Plat and Completed Application(Minor SD)	18
Final Plat Requirements	14
Flood Hazard Areas	21
Frontage on Street	23
Frontage over 600 feet on Roadway	29

G

General Guidelines	19
General Procedure (Application)	5
Governmental Permits	21
Groundwater Drinking by Protective Radii	
Conversions	32

H

hammerhead or cul-de-sac	25
High Speed Data	21

I

Inspection of Existing Sewage System	
Conversions	32
Inspection of Public Improvements	16

L

Lots	3, 18, 20, 22, 31, 32
------------	-----------------------

M

Maximum Access Points:	28
Minimum Lot Size	
Water Access	30
minor/limited subdivisions	18
Monuments	22

N

New or Replacement Water Supply Systems	22
Notification and Public Hearings	10

O

On-lot Water and/or Sewage	29
Open Spaces.....	21

P

Parking Spaces Required:	
Water Access.....	31
Pavement Materials	
Construction Standards.....	27
Penalties.....	34
Performance Bond	15, 16
Plat Boundary Easements	20
Pre-Application Review	5
Preservation of.....	25
Prevention of Soil Erosion	30
Private Easements, Restrictions, Title	33
Protection in Ditches.....	30
Protection of Community Well:	
Community Water System	33
Public Improvements and Performance Surety	14
Purpose of the Regulations	
Access Points.....	28

R

Reasons to Deny Development	29
Reduction of	
Performance Bond	16
Release of	
Performance Bond	16

S

Scope (Minor SD)	18
Separability	34
Sewage and/or Water Connections	29
Shore Frontage Measured	
Water Access.....	31
Site Inspection.....	11
Special Investigative Studies	11
Storm Event 24-hour, 50-year.....	30
Subdivision Applicant may Seek Board Certification	
Substantial Completion	35
Subdivision Application Checklist.....	9
Subdivision Approval Required	
Conversions.....	31
Subdivisions Providing Water Access Boating.....	31
Subdivisions with Water Access	30
Subgrade	
Construction Standards.....	26
Substantial Completion	34
Suitability of Lot(s)\.....	23
Surety	15

T

Table of geometric and other standards for new	25
--	----

Tables and Exhibits follow.....	35
Town Driveway Permit.....	28

V

Voluntary Merger	35
------------------------	----

W

Waivers	9
Warranty Bonds:	
Performance Bond	17
Water Supply for Firefighting.....	20
Waterfront Common Lot Size	
Water Access.....	30
Waterfront Lot Size	
Water Access.....	30
Waterfront Lots Divided	
Water Access.....	31
Width of Blocks (design Standards)	22

